

STATINTL

Chief, [REDACTED]

25 August 1950

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Acting Chief, [REDACTED]

Procedure for Repair of Simplex Time and Date Machines

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1. Repair services of Simplex time and date machines will become a function of the [REDACTED].
[REDACTED] The functions of this unit will be divided into two categories; namely, Service Calls and Shop Work.

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2. Service calls will be made direct to [REDACTED] either by telephone, Ext. [REDACTED] or by requisition, Form No. 36-7. Repairman will effect repairs of a minor nature within the using activity office and/or, when necessary, arrange to bring machine to shop for shop repairs.

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3. In the event machine is brought in for shop repair and using activity requires a machine while repairs are being made, loan of a machine will be effected by [REDACTED]

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4. For the purpose of loaning machine to using activity while theirs are being repaired, the [REDACTED] will keep on hand three (3) machines in good working condition. These machines are to be marked with bold lettering [REDACTED].
[REDACTED] Accountability and necessary records as to the whereabouts of these machines to be the responsibility of the Head, [REDACTED]

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5. All additional data; e.g. time spent on repair, parts used, will be kept in accordance with current typewriter repair procedure dated 20 July 1950.

6. Monthly Report data with relation to repairs on time and date machines will be shown separately from that of the typewriter report, namely:

- a. Number of requisitions per month.
- b. Number of requisitions completed for the month.
- c. Number of requisitions on hand.
- d. Overhaul and shop work.
- e. Service calls.
- f. Total number of machines repaired.
- g. Estimated dollar value of work handled.

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APPROVED: 25X1A9A

Acting Chief, Services Division

SEE REVERSE FOR DECLASSIFICATION ACTION